

# **CITY OF SAN DIEGO**

## **POLICE CAREER INFORMATION**



**EQUAL OPPORTUNITY EMPLOYER**

**POLICE DEPARTMENT  
(619) 531-2677**

**PERSONNEL DEPARTMENT  
(619) 236-6467**

**WEB SITE**

**<http://www.sandiego.gov/police/join/>**

## **A GREAT PLACE TO LIVE AND WORK**

As a San Diego Police Officer, you will be working in a city with unmatched variety in recreation, entertainment and lifestyle.

The City of San Diego, with a population of over 1.3 million residents, is located on the southwest tip of California. San Diego, which is California's second largest city in population, is located 17 miles from Tijuana, Mexico and 125 miles from Los Angeles. San Diego has a mild climate with an abundance of scenic beauty, including beaches, lakes, mountain ranges and deserts.

San Diego Police Department maintains high expectations of its officers, making it a very professional department. Once you become a member of the San Diego Police Department, a multitude of interesting and rewarding career opportunities will become available to you.

## **A CAREER IN A COMMUNITY ORIENTED LAW ENFORCEMENT AGENCY CAN BE YOURS IF YOU WANT A PROFESSION THAT OFFERS CHALLENGE**

- Excitement, variety, teamwork and job satisfaction.
- Opportunities for special assignments and career development.
- Opportunity for rapid promotion.
- College credit for Academy training.

## **REQUIREMENTS FOR POLICE RECRUIT**

**AGE:** 20 years of age on the day you take the Written Test; 21 at time of Academy graduation. There is no maximum age limit.

**CITIZENSHIP:** U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship prior to the written test date.

**EDUCATION:** Graduation from a high school located within the United States or a U.S. territory OR passage of the California High School Proficiency Examination OR G.E.D. with scores that meet the California standard established by the American Council on Education OR possession of a two or four year degree from an accredited college or university. (Accreditation must be from an institutional accrediting body which has been recognized by the Council on Post-secondary Accreditation.)

**LICENSE:** A valid California Class C Driver's License, which permits you to drive an automobile, will be required at time of hire.

**TYPING CERTIFICATE:** An original typing certificate indicating the ability to type at a corrected speed of 30 words per minute will be required at the time of hire. The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors and that the test was five minutes or longer. Internet typing tests and typing certificates specifying more than five errors will not be accepted.

## **BENEFITS\***

Four-day Work Week

12 Paid Holidays per Year

17 Days Paid Annual Leave per Year to Start (up to 27 days per year depending on length of service)

Flexible Benefits Plan (Cafeteria style benefit package including health, dental, and vision plans)

Excellent Retirement Program

Special Assignment Pay

Uniform and Equipment Pay

Paid Overtime

Tuition Reimbursement - \$900 per Year

30 Days Paid Military Leave per Year

\* Police Officers in the Patrol Division currently work a 4-day, ten hour work schedule on a rotating schedule. Working conditions and fringe benefits may be subject to change due to employer-employee negotiations.

## **PROMOTIONAL OPPORTUNITIES**

Chief of Police

Assistant Police Chief

Police Captain

Police Lieutenant

Police Sergeant

Community Relations Assistant  
to the Chief of Police

Detective

Police Officer III

Police Officer II

Police Officer I

## **SELECTION PROCESS**

Before you begin the process for Police Recruit, please take a few minutes to read this material carefully. It will help you understand the testing and hiring process ahead of you.

The screening process will initially consist of a Written Test and Physical Ability Test as described below. These tests are typically given within a one week time period and applicants are expected to complete both days of testing. Therefore, when selecting a test date, make sure to allow for testing on both days as you cannot continue in the process until you successfully complete both tests.

Upcoming Written Test dates can be obtained from the Police Recruit job announcement on the Personnel Department's web site (<http://apps.sandiego.gov/pjaol8/bulletins/3270.pdf>), the Police Department's web site ([www.sandiego.gov/police/pdf/2008TestDates.pdf](http://www.sandiego.gov/police/pdf/2008TestDates.pdf)) or from one of the locations listed below:

San Diego Police Department – Recruiting Unit  
1401 Broadway, San Diego, California 92101  
Hours: 8:00 a.m. – 4:30 p.m. Monday through Friday  
(619) 531-2677

OR

Employment Information Center  
Civic Center Plaza  
1200 Third Avenue, Suite 101A  
San Diego, California 92101-4188  
Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday  
(619) 236-6467

**NOTE: TEST DATES ARE SUBJECT TO CHANGE, WITHOUT NOTICE.** Due to circumstances beyond our control, test dates may need to be changed. Prior to attending a test session, you should verify the test date via the internet or contact the City of San Diego Testing Office at (619) 236-6358 (Monday through Friday, 10:00 a.m. to 5:00 p.m.).

Applicants who live more than 150 miles from San Diego will be “reserved” a seat for the exam. To ensure a reserved seat, please contact the Recruiting Unit of the San Diego Police Department.

## **WRITTEN TEST**

The Written Test is a general aptitude, multiple-choice test based on the skills needed to be a Police Officer. No prior knowledge of law enforcement is necessary to pass the test. The test is pass/fail examination.

You should allow approximately 3 hours to complete the application and examination process. Bring your driver's license or other official identification with your picture and signature. You will also need to know your social security number. Entrance to the Written Test is on a first come – first serve basis. Applicants must bring a photo ID and should arrive at the test site 30 to 60 minutes prior to the start time for the examination.

The Written Test consists of the following test factors:

### SECTION I:

DECISION-MAKING: Ability to identify and comprehend the critical elements of a situation and to choose courses of action on the basis of general policies and guidelines.

CHECKING ABILITY: Ability to detect similarities and differences between groups of items such as words or numbers.

### SECTION II:

READING COMPREHENSION: Ability to read, comprehend, and interpret factual or technical materials provided in a variety of written formats.

REPORT WRITING/WRITTEN COMMUNICATION: Knowledge of the fundamentals of English grammar, spelling, punctuation, sentence structure, written expression, vocabulary, etc.

NOTE: There are two passpoints for this examination. Section II will first be scored separately. Then, the entire test (Sections I and II) will be scored. You must pass Section II AND the entire test (Sections I and II combined) in order to be placed on the eligible list.

Test results will be mailed to you on a Police Recruit Notice of Test Results. SAVE THIS FORM! You will be required to submit a copy at a later date.

### **RE-EXAMINATION ELIGIBILITY**

If you fail the Police Recruit Written Test, you may retest at any time, provided the examination is open. You no longer have to wait six months to retake the examination.

If you pass the Written Test and your eligibility expires, you will NOT need to take the Police Recruit Written Test (#T2719) again. If you wish to reapply after your eligibility expires, you should request a waiver of the Written Test.

### **WRITTEN TEST WAIVER**

Candidates who meet either one of the following conditions may request a waiver of the Written Test by submitting a special waiver application, provided this examination is open.

- 1) Graduation from a California P.O.S.T. approved Police Academy with a Basic Peace Officers Course Certificate or possession of a Basic P.O.S.T. Certificate. A copy of the certificate must be attached to the application.

**OR**

- 2) Have previously passed the current Police Recruit Written Test (#T2719) AND expired from the eligible list. A copy of your Police Recruit Notice of Qualification/Test Results must be attached to the application.

### **PHYSICAL ABILITY TEST**

Individuals who pass the Written Test will be scheduled for the Physical Ability Test. A video demonstrating the Physical Ability Test, including techniques you can utilize, can be viewed on the Police Department's website at [www.sandiego.gov/police/join/selection.shtml](http://www.sandiego.gov/police/join/selection.shtml) (scroll to the Physical Ability Test Section and click on the link provided. This link requires Windows Media Player).

The Physical Ability Test requires candidates to run a 500 yard obstacle course which measures a wide range of physical abilities that are necessary in police work. This course, which simulates a suspect chase, will require you to dodge low hanging objects; climb ladders and stairs; run through a series of pylons; jump, step and/or climb over a 3 foot, 4 foot, and 6 foot fence; and partially lift and drag a 155 pound "simulated victim." You will be provided with a vest which weighs approximately 3 pounds which must be worn while performing this test. Shorts or loose fitting clothes that do not restrict arm and leg movements are suggested as appropriate clothing. Footwear should be some type of comfortable athletic shoe with a gripping rubber sole.

At the time of the test, a test monitor will describe the test more fully and answer any questions you might have. This is a physically strenuous test designed to simulate the actual physical demands placed on Police Officers. If you are not in top physical condition, it is advised that you begin NOW to improve areas where you may need work. NOTE: If you fail the Physical Ability Test, you may request to be re-tested at a later date. No further processing will occur until you pass the Physical Ability Test.

Due to the large number of candidates being tested, you should plan to be at the test site for the entire day. Please bring water and a lunch or snacks with you as it may be difficult to leave the test site for lunch.

### **PRE-INVESTIGATIVE QUESTIONNAIRE (PIQ)**

On the day you take the Physical Ability Test you will also complete a Pre-Investigative Questionnaire (PIQ). This questionnaire is designed to evaluate and screen applicants in the PRELIMINARY stages of the background investigative process. You must attend this session in order to officially begin the background process and be considered for hire.

After submission of the Pre-Investigative Questionnaire, individuals who are being considered for employment by the Police Department will be scheduled for the following screening processes.

### **BACKGROUND INVESTIGATION**

The Police Department will conduct a thorough investigation of your background. You will be requested to authorize organizations and individuals who know you to release and verify relevant information about you. The Background Investigator will contact prior employers, relatives, and references. Information provided during these contacts may result in additional individuals being contacted. The investigator will check into your employment history, credit status, driving record, and other pertinent information. A criminal history check will also be made. Next, you will be scheduled for an in-depth background interview with your Background Investigator. During this appointment, you will be fingerprinted.

## **POLYGRAPH EXAMINATION**

As part of the background process, the background detective will schedule you for a polygraph examination. Questions will be asked to determine if you were truthful with the background detective and truthful on your application. Other questions may involve employment and military history, possible undetected criminal involvement, driving records, illegal drug use, illegal gambling habits, and any other pertinent information discovered or revealed during the background investigation.

## **APPOINTING AUTHORITY INTERVIEW**

Viable candidates will be scheduled for an appointing authority interview with the San Diego Police Department. Your qualifications, communication skills, and many other job related factors will be evaluated relating to your suitability and fitness to begin a police career with the San Diego Police Department. If you are successful, you are given a conditional job offer.

## **PSYCHOLOGICAL EVALUATION**

Viable candidates will meet with a professional psychologist for an evaluation of fitness and suitability for police work with the San Diego Police Department. All candidates must be found to be free from any emotional or mental condition which might adversely affect the exercise of the powers of a peace officer, and be free from job-relevant psychopathology, including personality disorders and/or abnormal behavior. This evaluation will include a minimum of two written tests and a clinical interview.

## **MEDICAL EXAMINATION**

As the final step of the process, individuals being considered for employment will be scheduled for a medical examination. The medical examination will be conducted by a physician designated by the City of San Diego and will determine whether you meet the medical standards required to be a San Diego Police Officer. For this evaluation, you will be asked to provide complete copies of your medical records for any significant medical treatment or hospitalizations during the past ten years. In particular, if you have had any sprains, strains, or other orthopedic injuries to your arms, legs, knees, neck or back which required a visit to a doctor, you must provide complete medical records of this treatment. If you have ever received Worker's Compensation or other disability payments, you must provide copies of all "permanent and stationary" reports for these injuries. **You should bring these records with you to the initial examination with the City's physician to expedite the review process. NOTE: The San Diego Police Department does not have a right to have medical information prior to a conditional job offer so please DO NOT forward a copy to the San Diego Police Department. Once you have obtained your records, you should release them only to the City's medical provider or the City's Medical Clerk.**

The process for requesting these records varies by health plan, so you should contact the "records department" of your current healthcare provider for information about their procedures. You should also be aware that your private healthcare provider may take between 10 days and three months to provide these records so you are encouraged to start this process early.

## **VISION REQUIREMENT**

Vision requirements vary depending upon the corrective measures utilized.

1. If you wear eyeglasses or hard+ (non-orthokeratology) contact lenses, your uncorrected vision may be no worse than 20/70 both eyes together. Uncorrected vision worse than 20/20, but not worse than 20/70, must be corrected to 20/20 both eyes together. NOTE: + "Hard" contact lenses also include semi-soft, semi-rigid, semi-permeable, gas permeable, and similar lenses.
2. If you wear soft contact lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement.

**To qualify under this provision**, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of soft contact lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing soft contact lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear soft contact lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of soft contact lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.

3. If you have undergone orthokeratology and wear orthokeratology lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement. NOTE: Candidates who wear orthokeratology lenses are encouraged to change to soft contact lenses.

**To qualify under this provision**, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of orthokeratology lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing orthokeratology lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear orthokeratology lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of orthokeratology lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.



4. (a) If you have undergone any type of refractive vision surgery (or "touch up" surgery) such as Laser-Assisted In Situ Keratomileusis (LASIK), radial keratotomy (RK) or photorefractive keratectomy (PRK) a year or longer prior to being medically considered for a Police Recruit or Police Officer position, you must be substantially free of vision problems including, but not limited to: impaired vision at night or under dim lighting conditions; sensitivity to glare; starbursts experienced around light sources such as street lights or headlights; hazing or blurring of vision; eye irritation and pain; progressive regression of visual acuity; and/or daily changes in visual acuity. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

**To qualify under this provision**, you will be asked to submit the results of a recent eye examination from your private ophthalmologist documenting the status of your vision. We will request this information from you following the medical examination given by the City.

(b) If you have undergone any type of refractive vision surgery (or "touch up" surgery) within less than a year of being medically considered for a Police Recruit or Police Officer position, you may be hired on a "conditional" basis.

**To qualify under this provision**, you must successfully complete a City provided vision examination prior to hire and at periodic intervals thereafter, until one year has elapsed from the date of your last vision surgery or "touch up" surgery. You must be substantially free of the vision problems outlined in paragraph 4(a) above. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

5. **In all cases**, you need to have binocular vision (vision in both eyes), normal visual fields, normal binocular fusion, and freedom from other visual conditions that would interfere with your ability to perform the full range of duties of a Police Recruit or Police Officer with the San Diego Police Department.
6. **In all cases**, you need an acceptable level of color vision. This is determined at the time of the medical examination given by the City using standardized color vision tests.

**NOTE: The contents of this announcement are for the general information of candidates. They do not constitute an expressed or implied contract. Final determination of a candidate's medical suitability for employment is determined at the time of the medical examination.**

### **HEARING REQUIREMENT**

The City of San Diego uses the California Peace Officer Standards and Training Commission's guidelines on hearing requirements for Police Recruit applicants. These guidelines require pure tone threshold testing for each ear separately at 500, 1000, 2000, 3000, 4000, and 6000 Hz. For acoustical reasons, audiograms must be done without hearing aids in place.

An additional examination by a medical specialist will be required if the screening audiogram is considered “abnormal” or there is a history of ear-related symptoms. In general, an audiogram is considered to be abnormal if thresholds exceed 25 dB. In these cases, the examining physician must determine 1) whether the hearing loss is functionally relevant to the safe performance of patrol duties, and 2) whether the candidate needs to be evaluated by a hearing specialist to assess treatment options and/or prognosis.

Candidates with hearing aids: Candidates who wish to be tested with their hearing aids will be administered a test to assess speech comprehension ability in noise and quiet. Both tests will be administered by sound field methods rather than headphones. An aided audiogram will be reviewed to evaluate sound detection ability.

Prior to testing, the candidate must attest that he/she has worn the aids regularly for at least one month. In addition, all records from the audiologist who dispensed the hearing aids must be provided, including documentation of the fitting program and other hearing aid settings, which are used on a regular basis by the individual.

As a condition of employment, candidates who wear hearing aids will be required to sign a pre-employment agreement obligating them to wear their hearing aids when assigned to field duty or other hearing critical tasks.

NOTE: Any evaluation by a hearing specialist, including additional audiogram testing, will be at the applicant’s expense.

## **ACADEMY TRAINING**

The San Diego Regional Law Enforcement Training Center, located on the Miramar College campus, conducts a 25 week college level training program (Academy) for which you will earn 27.5 college semester units. As a Police Recruit, you will attend classroom lectures and demonstrations, read textbooks, laws, court cases, and articles dealing with law enforcement. You will be required to complete homework, write reports and take and pass examinations on course materials. Academy subjects include principles of law enforcement, criminal law, rules of evidence, search and seizure, laws of arrest and control methods, traffic laws, juvenile laws, first aid, care and use of firearms, patrol theory and methods, the criminal justice system, and physical conditioning and self defense.

If you satisfactorily complete the San Diego Regional Law Enforcement Training Center (Academy), you will attain the rank of Police Officer I at graduation. Your first assignment will be in the patrol Division where you will work under the guidance of an experienced Field Training Officer (FTO) during the 16 week Field Training Program.

If you have any questions about this process, please call the San Diego Police Department Recruiting Unit at (619) 531-COPS.

## **POLICE ASSIGNMENTS**

### **UNIFORM ASSIGNMENTS**

Patrol  
Traffic  
Motorcycle Officer  
S.W.A.T.  
Mounted Enforcement  
Canine Handler  
School Safety Patrol  
Harbor Patrol  
Bicycle Patrol  
Beach Patrol

### **DETECTIVE ASSIGNMENTS**

Auto Theft  
Child Abuse  
Criminal Intelligence Unit  
Financial Crimes Unit  
Gang Detail  
Internal Affairs  
Narcotics  
Sex Crimes  
Domestic Violence  
Backgrounds  
Vice Administration  
Arson (M.A.S.T.)

### **SPECIAL ASSIGNMENTS**

Community Relations  
Personnel  
Training

Crime Prevention  
Air Support Units  
Recruiting

## **RECRUITING SEMINARS**

The San Diego Police Department holds Recruiting Seminars once a month at the San Diego Police Department, Headquarters Building, 1401 Broadway, San Diego, California 92101. The hours of the seminars are 6:00 p.m. to 8:00 p.m. Seminar dates are listed on the Police Department web site ([www.sandiego.gov/police/join/seminar.shtml](http://www.sandiego.gov/police/join/seminar.shtml)). For more information, please contact the Recruiting Unit at (619) 531-COPS.

## **VISION, VALUES AND MISSION STATEMENTS**

### **VISION**

We are committed to working together, within the Department, in a problem solving partnership with communities, government agencies, private groups and individuals to fight crime and improve the quality of life for the people of San Diego.

## **VALUES**

The principles upon which we base our policing are:

- **HUMAN LIFE**  
The protection of human life is our highest priority
- **CRIME FIGHTING**  
Our efforts to address neighborhood problems will be based on a partnership with the community.
- **LOYALTY**  
We will be loyal to the community, to the Department and its members, and to the standards of our profession.
- **FAIRNESS**  
Our decisions will be based on common sense, and will be balanced, moral, legal and without personal favoritism.
- **ETHICS**  
We will demonstrate integrity and honor in all our actions.
- **VALUING PEOPLE**  
We will treat each other with dignity and respect, protecting the rights and well-being of all individuals.
- **OPEN COMMUNICATIONS**  
We will listen to one another's opinions and concerns.
- **DIVERSITY**  
We appreciate one another's differences and recognize that our unique skills, knowledge, abilities and backgrounds bring strength and caring to our organization.

## **MISSION**

Our mission is to maintain peace and order through the provision of police services that are of the highest quality and responsive to the needs of the community. We will contribute to the safety and security of the community by apprehending those who commit criminal acts, by developing partnerships to prevent, reduce or eliminate neighborhood problems, and by providing police services that are fair, unbiased, judicious, and respectful of the dignity of all individuals.

April 2008